

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on October 4, 2011

The meeting was called to order at 7:00 p.m. pursuant to the open public meeting laws of the State of New Jersey.

The roll was taken. In attendance were the following members:

- Francis Costello
- John Oberg
- Matt Foley
- Sue Bahng
- Joseph Green

The following individuals, serving in various official capacities, were also present:

- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Michael Pellegrino, Esq., Attorney for Parking Authority
- Robert Miller, Council Liaison
- Gene Callahan, Chamber of Commerce President
- Michael Fitzsimmons – Chamber Liason

COMMITTEE REPORTS:

Administrator's Report:

Jack Sauer indicated the following:

- Received three quotes for master meters
 - Devo & Associates, MacKay Meters and Metric Parking was the lowest bid with a bill acceptor
 - If we joined Cranford Co-op we would be eligible for a discount, however, you must have a membership. Jack will check particulars.
 - Also received quotes to replace the main boards of the master meters
- Due to the flooding caused by Hurricane Irene, inventory stored at the DPW was damaged.
 - 2 boxes of paper for master meter (appx. \$1,025.00) and some smaller items
- Problems with the meters have been rectified with McKay
- Johnston Brothers Electric has been contacted to obtain pricing for replacement lanterns

FINANICAL REPORT:

Thomas Garrity reviewed the Profit and Loss Statement and advised as followings:

- Final payment was given to McKay
- Bond payment to Borough is forthcoming
- We will have to recover from lost revenue

Chairman Costello indicated that the WPA will have to tighten their budge next year in order to purchase the new meter machine for the Center Avenue South lot.

OLD BUSINESS:

Carol Knubel speaks about Trail Blazing (wayfinding) which would include:

- Study of Borough (traffic and signage)
- Signage System
- Traffic Control
- Direction to destination

To date, only Designer Systems has been contacted for information and a quote.

Chairman Costello discusses the cost of this project and also reiterates that income is down. He suggests that perhaps the Chamber can make a contribution to defer costs.

A Motion was made by Sue Bahng and seconded by Matt Foley to approve the minutes of June 21, 2011. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Joseph Green	Aye
Sue Bahng	Aye

LEGAL REPORT:

None.

NEW BUSINESS:

Thomas Garrity discusses the Budget for FY 2012 as follows:

- Will have to increase the revenues in the budget
- Some expense items have been added, such as two master meters, two main boards and covers for kiosks

A Motion was made by Matt Foley and seconded by Joseph Green to approve the Introduction of the Budget for FY 2012. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Joseph Green	Aye
Sue Bahng	Aye

A Motion was made by Joseph Green and seconded by John Oberg to approve check numbers 2000 through 2030 as set forth on journal report annexed to and made a part of these minutes. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Joseph Green	Aye
Sue Bahng	Aye

PUBLIC FORUM


Gene Callaghan, Chamber President indicated the following:

- Some of the parking lots may require additional lighting
- He will discuss a possible contribution toward parking lot signage and/or trail blazing.

There being no further new business, a Motion was made by Sue Bahng, seconded by Matt Foley and unanimously approved to adjourn the meeting.

At 7:50 p.m. the meeting was adjourned.

Date:



Sue Bahng